

**WORKPLACE INSPECTION FORM**

DATE: \_\_\_\_\_

WORKAREA/ZONE/RM#: \_\_\_\_-

INSPECTOR:

INDICATE: SAT, UNSAT, OR NA

**A. HOUSEKEEPING:**

- 1. HANGING ITEMS ADEQUATELY SECURED TO WALLS
- 2. FLOORS TRIPPING AND SLIPPING HAZARDS ELIMINATED
- 3. CABINETS/SHELVES STACKING/TIPPING HAZARDS MINIMIZED
- 4. TRASH REMOVED AND PROPERLY DISPOSED OF
- 5. AREA CLEAN AND WELL ORGANIZED

**B. SANITATION/HEALTH:**

- 1. FOOD STORAGE AND PREPARATION AREAS CLEAN
- 2. FOOD AND CHEMICALS STORED SEPARATELY
- 3. REFRIGERATOR CLEAN
- 4. MICROWAVE CLEAN
- 5. SHARP OBJECTS STORED SAFELY

**C. OFFICE SAFETY:**

- 1. FILE/STORAGE CABINETS ORGANIZED WITH HEAVIEST ITEMS CLOSEST TO FLOOR
- 2. OFFICE EQUIPMENT ARRANGED TO REDUCE NECK, BACK, AND EYE STRAIN
- 3. NO ITEMS STORED ON TOP OF FILE CABINETS OR STORAGE LOCKERS

**D. STAIRCASE AREAS:**

- 1. STANCHIONS IN GOOD REPAIR
- NAVDIVESALVTRACENINST 5102/1 (6-98)

Enclosure (2)

- 2. STAIRS FREE OF SLIP HAZARDS WITH TREADS, MOLDINGS, AND BANISTER SECURED

**E. FIRE PROTECTION:**

- 1. OVERHEAD SPRINKLERS WITH 18" CLEARANCE
- 2. FIRE EXTINGUISHERS AVAILABLE, IN SIGHT, AND INSPECTED SEMIANNUALLY
- 3. EXIT SIGNS VISIBLE; ELECTRIC SIGN OPERATIONAL
- 4. FIRE EXITS ACCESSIBLE AND CLEAR OF OBSTACLES

**F. EYE PROTECTION:**

- 1. SIGNS POSTED IN REQUIRED AREAS "EYE PROTECTION REQUIRED"
- 2. PROPER PROTECTION AVAILABLE IN THOSE AREAS
- 3. EYE PROTECTION IN EXCELLENT CONDITIONS AND USED PROPERLY

**G. EYEWASH STATIONS:**

- 1. STATIONS INSPECTED WEEKLY
- 2. STATION PROPERLY P.M.S.
- 3. INSPECTION/FLUSHING TAG SIGNED AND DATED
- 4. ACCESS TO EYEWASH STATION FREE OF OBSTACLES

**H. HEARING PROTECTION:**

- 1. SIGNS POSTED IN REQUIRED AREAS "HEARING PROTECTION REQUIRED"
- 2. TOOLS LABELED AS NOISE HAZARDS AS REQUIRED
- 3. PROPER HEARING PROTECTION AVAILABLE
- 4. HEARING PROTECTION IN EXCELLENT CONDITION AND USED PROPERLY

**I. COMPRESSED GAS CYLINDERS:**

- 1. TANKS COLOR-CODED AND LABELED, i.e. "EMPTY"
- 2. BOTTLES SECURED IN PLACE AT ALL TIMES
- 3. CAPS SCREWED ON WHEN NOT IN USE
- 4. PROPER STORAGE, i.e. ACETYLENE STORED UPRIGHT AND SEPARATELY FROM OXYGEN

**J. ELECTRICAL:**

- 1. CORDS, PLUGS, AND OUTLETS INTACT
- 2. EQUIPMENT ENTERED INTO 3-M PROGRAM
- 3. REQUIRED INSPECTIONS COMPLETED AND DOCUMENTED
- 4. EQUIPMENT WITH GROUND PLUG OR DOUBLE INSULATED
- 5. PANEL BOX/BREAKERS LABELED WITH REFERENCE CARD
- 6. RUBBER MATS AVAILABLE FOR WORK ON ENERGIZED SYSTEMS
- 7. INSULATED GLOVE UNDER AN INSPECTION PROGRAM
- 8. EXTENSION CORDS PLACED FULLY VISIBLE
- 9. EXTENSION CORDS USED ONLY FOR TEMPORARY WIRING
- 10. CPR TRAINING CURRENT FOR ELECTRIC/ELECTRICAL WORK AREA PERSONNEL
- 11. CPR INSTRUCTIONS AND KITS POSTED IN ELECTRICAL AREAS

**K. MACHINES:**

- 1. GRINDING WHEELS HAVE GUARD 1/4" FROM WHEEL AND TOOL REST 1/8" AWAY FROM WHEEL
- 2. MACHINE IN NEED OF REPAIR OR DAMAGED ARE TAGGED OUT OR REMOVED FROM WORKPLACE
- 3. MACHINES WITH MOVING PARTS ARE GUARDED

- 4. HEAVY OR VIBRATING MACHINES ARE BOLTED TO FLOOR

**L. HAZARDOUS MATERIALS:**

- 1. MATERIAL SAFETY DATA SHEETS AVAILABLE FOR EACH PRODUCT
- 2. ALL MSDS'S READILY AVAILABLE TO EACH WORKER
- 3. MSDS'S PROPERLY FILED SEQUENTIALLY IN BINDER
- 4. ALL PERSONNEL PROPERLY TRIANING IN MSDS USE AND LOCATION
- 5. ALL CONTAINERS LABELED WITH MSDS NUMBER AND NATIONAL FIRE PROTECTION ASSOCIATION LABEL
- 6. NFPA NUMBERING CORRESPONDS TO MSDS AND SUPPLY INVENTORY LIST
- 7. COPIES OF MSDS REQUESTS KEPT IN MSDS BINDER
- 8. CONTAINERS LABELED WITH MANUFACTURERS LABEL OR EQUIVALENT

**M. OVERHEAD:**

- 1. LIGHTING IS ADEQUATE
- 2. LIGHTING COVERS NOT CRACKED OR PAINTED.
- 3. CEILING TILES NOT WARPED OR WATER SPOTTED.

**N. BULKHEADS:**

- 1. CLEANLINESS
- 2. PAINT CONDITION

**O. FLOORS**

- 1. CLEANLINESS
- 2. PAINT/FLOOR COVERING CONDITION

**P. BATHROOM, LOCKER RM AREAS:**

- 1. PLUMBING OPERATIONAL (URINALS, SINKS, TOILETS, ETC)
- 2. PAPER TOWELS/HAND DRYER AVAILABLE
- 3. TOILET PAPER AVAILABLE
- 4. SHOWER CURTAINS
- 5. MIRRORS CLEAN, NO CRACKS